

Task Code 111 - PROCEDURES FOR DPLU/DPW PROJECT ISSUE RESOLUTION CONFERENCES

PURPOSE

To provide land use permit/entitlement applicants and County staff assigned to the project an opportunity to quickly and inexpensively have issues heard and considered by senior County management. Issues considered under this procedure can include disagreements with staff interpretations of codes or ordinances, requests for additional information or studies, complaints regarding customer service being provided by the County, or disagreements regarding project related processing requirements. With the exception of customer service complaints, it is required that the project applicant tries to resolve these issues with project staff before a Project Issue Resolution Conference is considered.

- The Project Issue Resolution meeting can be requested by either an applicant or by County staff.
- This process will not reconsider final decisions (including appeals of those decisions) or formal recommendations made by the Director or any other formal County of San Diego decision-making body.
- The process will not consider active code enforcement issues
- Furthermore, this process does not replace any other appeal mechanisms such as those for CEQA determinations or administrative appeals but may be used to augment these processes.
- This process is not available for project opponents as the existing process allows for public input as part of the decision/hearing process.
- Lastly, decisions resulting from this process are not binding on any County decision-making body including the Directors of DPLU/DPW.

OUTLINE OF PRIMARY STEPS

Completed by Project Manager

Initiate PIR

Applicant initiated PIRs

- Mail/email the DPLU/DPW Project Issues Resolution Request Form to the applicant or the applicant can pick up the form at the DPLU front counter.
- Call the applicant and explain the PIR procedure and forms.
- The applicant should fill out and return the PIR Request Form directly to the Project Planning Secretary or to the Project Manager by email, fax or through the mail.

Staff Initiated PIRs

- Discuss with the Planning Manager to determine if a staff-initiated PIR is warranted.
- If a PIR is warranted, the Project Manager shall call the applicant, notify them of the current project status and explain they would like to schedule a Project Issue Resolution Conference to try to resolve project related issues.

Prepare PIR Summary Sheet

- If there is a letter pending, email a signed pdf version of the letter to the applicant. Give the hardcopy with attachments to the Project Planning Secretaries for mailing.
- Fill out the Project Issue Resolution Summary Sheet. The PM should get necessary input from specialists, DPW, etc, as needed, to fill out the Summary Sheet.
- Send the applicant a draft version of the PIR Summary Sheet via email prior to the meeting. Ask the applicant to clarify and edit the 'Applicant's Request' portion of the form. The Summary Sheet should not exceed two pages overall in length.
- Send the PIR Summary Sheet to your Planning Manager for review.

Schedule Project Issue Resolution (PIR) Meeting

- Conference Scheduling - Upon receipt by the County of a fully completed Project Issue Resolution form, the Project Issue Resolution Secretary will add the item for the next regularly scheduled Project Issue Resolution Conference.
- Conferences shall be scheduled every Thursday from 1:00 p.m. to no later than 4:00 p.m. in the DPLU Chiefs Conference Room.

Hold PIR Meeting

- Give the applicant the option to choose between presenting their case first, or presenting their case after the Staff presentation at the PIR.
- Except in unusual cases, each project will be limited to no more than 30 minutes.
- Only those issues specifically listed on the Project Issue Resolution form will be considered.
- After the PIR, complete the PIR Conference Final Documentation
- Complete the Revisions to the Pending Scoping or XIS Letter (if applicable)